



MEETING MINUTES

September 4, 2014

7:30 PM

Approved

In Attendance: D. Carlson, Chair, H. Harper, Vice-Chair, L. Schack, Member, B. Watts, Member, M. Brown, Authority Administrator.

Call to Order

The meeting was called to order at 7:31 PM.

Approval of Minutes

H. Harper moved to approve the minutes of the June 24, 2014 meeting as submitted; B. Watts seconded. It was so moved.

Approval of Payments

After a brief discussion, B. Watts motioned for approval of the July 2014 payments as listed, seconded by H. Harper. It was so moved. Following a second brief discussion, B. Watts motioned for approval of the August 2014 payments as listed, seconded by L. Schack. It was so moved. H. Harper moved to accept the Balance Sheet and Revenue and Expenses Report as prepared in good faith by the Township Treasurer, seconded by B. Watts. It was so moved. D. Carlson offered some brief comments about the delinquent accounts for this month and the reporting format. It was noted that the format does show the change in balance but was a bit difficult to understand.

Authority Administration Reports

M. Brown reported that in general all facilities were operating well. D. Carlson noted the split rail fence at the Greenridge WWTF needed repair. M. Brown said he would notify the operator. M. Brown briefly summarized the Clean Water and ARRO Reports for the Authority. After a brief discussion, H. Harper moved to accept the reports as submitted, seconded by L. Schack. It was so moved.

M. Brown discussed a request for sewer service from a resident at 421 Byers Road. He noted the homeowner's letter in the packet and how the property backed up to the Ewing – UUT development. M. Brown noted the homeowner was advised of the tapping fee requirement and the responsibility for connection. After a brief discussion with some further clarification by D. Carlson, B. Watts moved, seconded by H. Harper to recommend to the Township to permit the connection. It was so moved.

M. Brown discussed the bids for the lagoon cleaning at Marsh Harbour. He noted that the project was bid as two contracts. He further noted that the bid for Contract One came in substantially higher than budgeted while the bid for Contract Two came in under budget. He noted the combined bid price for completion of the project was approximately \$35,000 more than expected. M. Brown also noted there was only one bidder for Contract One and two bidders for Contract Two. He stated that there were other contractors who expressed interest but who did not submit a bid. Following a brief discussion, B. Watts moved to reject the bids and to rebid the project in the early spring of 2015. H. Harper seconded; it was so moved.

M. Brown discussed the breakdown of the aerator at the Byers lagoon. He noted that it was not repairable and was replaced with a slightly larger model. M. Brown noted that although the HOA was looking to install a new aerator that gave a fountain effect with colored lights, purchase of this unit was necessary in the short term and it could be used as a back-up at the other lagoons should the HOA decide to move forward.

M. Brown then provided an outline of a proposed communication plan for the residents to be connected to the sanitary sewer system as part of Phase II of the Route 100 WWTF expansion. He suggested a letter be sent to the residents immediately advising them of a public meeting to be held the first or second week of October where the plans for the project and the costs associated with it could be discussed. The Authority discussed in detail some ideas for enhancing communication with the residents to ensure all affected homeowners were well apprised. The Authority discussed the timing of tapping fee payments. M. Brown reminded them as part of the Settlement Agreement for the recent Toll litigation, the Authority agreed to pay the total tapping fee at the point of Substantial Completion of the WWTF expansion. The Authority by consensus agreed that the tapping fee payment needed to be collected at the time of or prior to connection. They also agreed that it was not practical to offer financing directly with the Authority or Township for payment of the tapping fee.

Several Board members made suggestions on what should be included in the communication plan. M. Brown stated he would send out the initial letter to the affected residents, poll the Authority Board for a date to hold a public meeting for the residents and draft informational documents to be reviewed by the Authority and Township relative to what would be posted on the website and presented at the public meeting. He then suggested a workshop session prior to the next regular Authority meeting to discuss the communication documents and the presentation to the residents at the special meeting. The Authority by consensus agreed.

Adjournment

There being no further business to be brought before the Authority, L. Schack moved, seconded by B. Watts to adjourn the meeting at 9:28 pm.

Respectfully submitted,

G. Matthew Brown, P.E., DEE
Authority Administrator